

MEDICAL, DENTAL AND VISION

To make changes to your medical, dental or vision plan, click “Manage” or “Enroll” under each benefit plan box. You will be able to add or drop qualified dependents for these plans.

To change plans:

1. Click the “Select” radio button for the plan you want to enroll in.
2. Click on Confirm and Continue.
3. You can select an existing dependent by selecting the box next to their name.
 - If you are enrolling new dependents, click on the prompt under “Add New Dependent”.
 - See page 6 for instructions on entering dependent information.
4. If you elected a United Healthcare HMO or PPO medical plan or the DeltaCare HMO dental plan, you will be asked to enter the Provider ID number for yourself and each dependent.
 - Please see our webpage on how to search for a provider.
5. Click on Save.



The system will require that you enter a Provider ID number. If you changed to a United Healthcare HMO or PPO plan or switched to the DeltaCare HMO plan, please enter the provider number. If you did not make a change, simply enter **seven zeros** to get past this required screen.

- When enrolling dependents, you must all be on the same medical, dental and vision plans.
- You cannot waive coverage and must be enrolled in medical, dental and vision. There are only two exceptions:
 1. Married employees (both working at GCCCD) who choose to all be enrolled under one employee instead of separately
 2. Employees who have submitted proof of other enrollment to the Benefits Technician.
- Children under age 26 may stay enrolled on your plan.
- If adding a new dependent, you will be required to submit proof of dependent eligibility to Human Resources.